

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2013-149 **Issue Date:** 11-08-13 **Closing Date:** 11-15-13

2nd Advertisement
VOIP Phone Specialist
Information Technology (IT)
Department of Finance
Hourly Wage: \$18.58/Full-Time/Regular

Responsible to install, repair, test, and configure VOIP telephones. Program, update, configure and backup Call Manager servers. Program, update, configure and backup switches and routers that connect VOIP Telephones. Install, move and reroute Ethernet cable as needed. Attach or change RJ-45 cable connectors. Assist with installation, moving, rerouting and repair of fiber optic cable as needed.

Knowledge, Skills and Abilities:

- Knowledge of IP telephones and how to install them.
- Knowledge of Cisco routers and switches and how to program them for VOIP Telephones.
- Knowledge of mainframe computer technology.
- Knowledge of personal computer technology.
- Knowledge of tablet and smartphone technology.
- Skill in cloud computing including Outlook 365 e-mail.
- Ability to track cable from end to end.
- Ability to attach an RJ-45 connector to Ethernet cable.
- Ability to communicate clearly both orally and in writing.
- Ability to comprehend technical manuals.
- Ability to work independently productively on assigned tasks when under time constraints and stressful conditions.
- Ability to see items up close or at distance and define colors.
- Ability to use internet browsers including Internet Explorer and Mozilla Firefox.
- Ability to establish excellent interpersonal relations. Maintain effective working relations with other employees, agencies and the public.
- Ability to assist with operating Cisco Call Manager Servers.
- Ability to maintain strict confidentiality of all computer data.

General Recruiting Indicators:

- Associate degree with three years of satisfactory work experience in this field. Or,
- Combination of work experience and education or training that demonstrates the ability to perform the required work.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Possess a valid Washington State Driver's License with the ability to obtain a Yakama Nation Tribal Driver's License.
- Requires walking, standing, climbing, crawling, crouching, stooping, and kneeling.
- Will use hands and fingers to handle or feel objects, tools, and controls.
- Required to stretch and reach with hands and arms.
- Requires ability to perform job related duties using a ladder or scaffolding to reach high areas and/or work in a drop ceiling.
- Will occasionally be required to work overtime during nights, weekends and holidays.
- Will occasionally be required to work outdoors being exposed to varied weather conditions such as rain, wind, and snow, extreme heat and extreme cold.
- Work under conditions where risk of electrical shock is possible.